

# County Clerk-Recorder

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

## MISSION STATEMENT

To provide courteous, prompt and professional recording and elections services as required by state and federal law to the citizens and public agencies of the County with the utmost integrity, fairness, consistency, legal compliance and cost-effectiveness, using both the department's trained and committed staff and technology to advance operations.

## COUNTY CLERK-RECORDER

### FUND 100 / 22300

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 2,454,690	\$ 2,761,094	\$ 3,306,320	\$ 3,222,760	17%	\$ 3,413,456
Services and Supplies	1,622,637	1,537,439	2,255,606	2,228,374	45%	2,685,270
Other Charges	-	262,044	-	-	-100%	262,044
Capital Assets	15,714	237,270	1,410,327	1,410,327	494%	1,425,327
Intra Fund Charges	275,445	239,849	237,470	219,523	-8%	286,323
<b>Gross Budget:</b>	<b>4,368,486</b>	<b>5,037,696</b>	<b>7,209,723</b>	<b>7,080,984</b>	<b>41%</b>	<b>8,072,420</b>
Intra Fund Credits	(60)	(90)	-	-	-100%	-
<b>Net Budget:</b>	<b>\$ 4,368,426</b>	<b>\$ 5,037,606</b>	<b>\$ 7,209,723</b>	<b>\$ 7,080,984</b>	<b>41%</b>	<b>\$ 8,072,420</b>
<b>Revenue</b>						
Taxes	\$ 3,170,230	\$ 3,818,435	\$ 3,200,000	\$ 3,200,000	-16%	\$ 3,200,000
Intergovernmental Revenue	221,529	-	1,313,244	1,313,244	100%	1,313,244
Charges for Services	2,248,828	3,469,928	2,643,668	2,643,668	-24%	3,013,458
Miscellaneous Revenue	639	26,258	-	-	-100%	-
Other Financing Sources	-	-	60,950	-	0%	-
<b>Total Revenue:</b>	<b>\$ 5,641,226</b>	<b>\$ 7,315,982</b>	<b>\$ 7,217,862</b>	<b>\$ 7,156,912</b>	<b>-2%</b>	<b>\$ 7,526,702</b>
<b>Net County Cost:</b>	<b>\$ (1,272,800)</b>	<b>\$ (2,278,376)</b>	<b>\$ (8,139)</b>	<b>\$ (75,928)</b>	<b>-97%</b>	<b>\$ 545,718</b>
Allocated Positions	50	52	53	52	0%	54

## CORE FUNCTIONS

### Clerk-Recorder

The department is charged with the recording and indexing of property and vital records in the County, including the issuance of certified copies of official documents, and maintaining specified registrations. These services are provided to the public and to title companies and other agencies involved in property transactions.

### Elections

The department is also responsible for conducting voter registration and outreach, federal, state and local elections, and for providing related services to citizens, candidates and public officials in the County, including for cities, school districts and special districts.

### Administration & Financial Services

# **County Clerk-Recorder**

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

## **FY 2002-03 Major Accomplishments**

- Recorded and indexed nearly 172,000 documents in 2002—the largest number ever for Placer County, indexed and issued over 49,500 vital records and copies, and created an indexed compact disc with imaged copies of the over 700 maps recorded during the year.
- Continued development of legislation to allow electronic recording throughout the state; established restricted access to the birth and death indexes, in accordance with new state law, to help prevent identity theft; and participated in the Attorney General's Public Safety Official's Information Task Force.
- Received the Placer County Outstanding Public Service Award.
- Conducted a successful November 2002 gubernatorial general election for 154,130 registered voters in Placer County, using modern scanning technology for voting and vote counting, including completion of the semifinal official canvass (election night ballot counting) just two and a half hours after the polls closed.
- Added over 5,200 registered voters to the voter rolls since the March 2002 gubernatorial primary election and 21,480 registered voters since January 2000, registered over 1,355 young adults at nearly 80 high school presentations, and was honored by the 2002 Secretary of State's Voter Hall of Fame award for the County's High School Voter Outreach Program.
- Provided over 350 candidates on the November 2002 ballot with informative workshops, efficient filing services, and helpful campaign disclosure reminders and provided public access to the financial-disclosure statements and conflict-of-interest filings of over 1,000 Placer County officeholders and other public officials.

## **FY 2003-04 Planned Accomplishments**

- Record and index an estimated 200,000 documents in 2003, while continuing to meet quality and timeliness standards; index and issue an estimated 50,500 vital records documents and copies; and implement a revised application process for birth and death certificates in accordance with new state law.
- Convert existing and new-recorded maps to digital format to improve storage, access, and reproduction quality for the public and continue important conservation efforts for older County records.
- Begin implementation of electronic recording with both governmental agencies and private entities, assuming successful legislative approval.
- Fund all Clerk-Recorder-Elections operations from revenues and fees collected by the department, with no additional net County cost to the General Fund.
- Conduct a successful March 2004 presidential primary election for an estimated 170,000 registered voters and rank among the top 10 of all California counties in the percentage of eligible voters registered to vote and actually voting in the election.
- Tabulate 99% of all nonabsentee and nonprovisional votes cast at precincts within three hours of the polls closing in the March 2004 primary election and complete the postelection canvass as required.
- Register 1,500 young adults through voter-outreach efforts, and encourage 200 Placer County employees to serve in the Placer County Employee Poll Worker Program.
- Implement regional touch-screen voting for voters with special needs, secure state bond funding for new voting technology, and begin implementation of the new federal Help America Vote Act.

# **County Clerk-Recorder**

## **Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

### **Department Comments**

Placer County ranks in the top ten of counties in California for the number of recorded documents per capita, reflecting the continued pace of growth in the County and high levels of mortgage refinancings due to low interest rates. The number of documents recorded and indexed by Clerk-Recorder employees increased from 101,400 in 1997 to 171,700 for 2002—a 69% increase in just the last five years. During this same period, the staffing for the Clerk-Recorder function increased less than 29% to meet this workload through the effective use of automation and the hard work of our dedicated employees. Similar increases in workload can be found in the Election Division's function, where the number of registered voters in Placer County has increased from 128,530 in 1997 to 154,130 for 2002. At the same time, new legal requirements for elections have been imposed and the time frames for carrying out certain mandated elections activities have been reduced. The department anticipates that the significant growth for both the Clerk-Recorder and Election Division's functions will continue throughout FY 2003-04. The department is also preparing to conduct the next presidential primary election in March 2004, which is expected to be subjected to the highest levels of public scrutiny, and to implement touch screen voting for voters with special needs. (The County could be required to conduct special statewide elections in November 2003 and/or June 2004 as well, at an estimated—and unbudgeted—cost of \$300,000 to \$600,000, depending on actions of the Legislature or electorate.) Additionally, the County Clerk-Recorder is continuing to work on legislation that would allow electronic recording statewide, which would greatly increase the timeliness of recording, while saving money for counties in postage and mail processing, and on addressing privacy issues related to public records.

Despite the challenges of workload growth and the new initiatives ahead, the department's FY 2003-04 net expenditure budget is submitted at an increase of only 9.3% or \$615,503, over the FY 2002-03 adopted final budget. All of the requested \$479,996 increase for the Clerk Recorder function—much of which is associated with planned equipment replacements and with vital-records conservation—is fully offset by a combination of revenues collected by the department. The \$135,507 net increase for the Election Division's function is also fully offset by overall revenues collected, despite a drop of nearly \$750,000 in reimbursements for city, school and special districts election costs, which can be collected only biennially for even-year November elections. In summary, the FY 2003-04 requested budget for the County Clerk-Recorder-Registrar of Voters should allow the department to address expected workload and cost increases for both the Clerk Recorder and Election Division's functions, conduct the upcoming March 2004 presidential primary, enhance conservation efforts for preserving the County's historical records, provide vital voter and candidate services and outreach programs, continue efforts toward initiating electronic recording and enhanced privacy protections, and expand the County's imaging program into other County departments.

### **County Executive Comments And Recommendations**

The net budget has increased over the previous year in part due to increasing workload levels due to general Placer County growth, property transfers, and mortgage refinancing, and large one-time expenditures. The one-time expenditures include the purchase of touch-screen voting equipment (\$1,222,827), replacement of personal computers (\$405,945), and document imaging upgrades (\$478,823). In addition, the net budget includes funding for the upcoming presidential primary election in March 2004, continued testing and possible implementation of electronic recording, implementation of a revised application process for birth and death certificates pursuant to new state law, and restoration of recording books and records, some of which date back to the 1800s, including births, deaths, marriages, coroner, and mining records.

The County Clerk-Recorder-Registrar concurs with the recommended budget but will be requesting additional positions to address critical Recorder workload issues. Further, should an additional statewide election be ordered during FY 2003-04, the increased election costs would almost certainly require supplemental appropriation from General Fund contingencies.

#### **Department requested funding considerations for Final Budget:**

- Information technology technician I (\$60,950 including equipment and supplies)
- Three recorder/election technicians (\$145,130 including equipment and supplies)

---

### **Administration & Financial Services**

# County Clerk-Recorder

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

## Final Budget Changes from the Proposed Budget

Gross general fund expenditures increased by \$991,436, \$663,085 of which attributable to the governor's recall election, which is not expected to be reimbursed by the State. Additionally, \$6,000 for a data entry printer was shifted from a supply line item to a fixed asset account, and \$9,000 for a reader-printer was added as a fixed asset. To optimize office ergonomics, \$66,800 was added to remodel the front counter. Expenditures for the Diebold Election System (\$262,044) were transferred from professional services purchased (account 2555) to lease purchase principal and interest (accounts 3810 and 3830). Significantly increased recording activity justified the addition of three (3) recorder/election technician positions at a cost of \$159,551, which is offset by increased recording fees. As part of an ongoing effort to restore historical vital records, special department expenditure was increased by \$93,000. \$369,790 in estimated revenue was increased through general clerk-recorder fees and increased clerk-recorder trust fund revenue transfers, for a combined net county cost increase of \$621,646.

## CORE FUNCTION: CLERK-RECORDER

### Recording & Indexing Program

**Program Purpose:** To provide reliable, current, complete and accessible information to the public, lenders, agencies and other parties regarding ownership and condition of title to real property within the County, and to secure and provide copies of such other records as may be required by law to be recorded.

**Total Expenditures:** \$2,833,222

**Total Staffing:** 29.00

- **Key Intended Outcome:** Documents affecting real property are promptly and accurately recorded and indexed for use by the public, lenders, agencies and other parties.

<b>Recording &amp; Indexing Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of property documents presented for recording that are indexed within one business day of over-the-counter acceptance	99%	N/A	99%
% of property documents presented for recording that are indexed within three business days of mail receipt	50%	N/A	75%

### Vital Records Indexing & Copying Program

**Program Purpose:** To provide the public with accurate and current information regarding births, deaths and marriages within the County, including certified copies of such documents upon request, while protecting the records from fraudulent use.

# County Clerk-Recorder

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

Total Expenditures: \$781,578

Total Staffing: 8.00

- **Key Intended Outcome:** Vital records are promptly filed or registered and indexed and copies issued for use by the public; fraudulent use of vital records is prevented; public access to indexes and copies are by application only, and public vital indexes comply with the law.

<b>Vital Records Indexing &amp; Copying Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of documents and copy requests received that are indexed or issued within three business days of over-the-counter acceptance	99%	N/A	99%
% of documents and copy requests received that are indexed or issued within five business days of mail receipt	75%	N/A	80%
% of public access to birth and death indexes and record copies issued that are by application only (effective 07/01/03)	N/A	N/A	100%
% of public indexes that do not contain mother's maiden name or Social Security numbers	100%	N/A	100%

## Countywide Imaging Program

**Program Purpose:** To support integration of imaged documents into critical county business processes to provide the public and Placer County employees with more timely, comprehensive and accurate information and services.

Total Expenditures: \$195,395

Total Staffing: 2.0

- **Key Intended Outcome:** Imaged documents will be integrated into critical County business processes—with technical support by the County Clerk-Recorder—to provide the public and Placer County employees with timely, comprehensive and accurate information and services.

<b>Countywide Imaging Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of departments integrating imaged documents into critical business processes	9%	N/A	18%

## CORE FUNCTION: ELECTIONS (REGISTRAR OF VOTERS)

### Voter Registration & Outreach Program

**Program Purpose:** To encourage voter registration through outreach programs and timely and accurate registration processes that will provide all eligible adult residents of the County with maximum opportunities to participate as citizens by voting in elections.

---

## Administration & Financial Services

# County Clerk-Recorder

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

Total Expenditures: \$349,196

Total Staffing: 4.0

- **Key Intended Outcome:** Voter registration is increased.

<b>Voter Registration &amp; Outreach Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of all eligible voters and of young adult voters registered to vote in Placer County	79%	N/A	80%
% of all eligible voters and of young adult voters registered to vote in the state of California	70%	N/A	70%
Placer County's rank compared to other California counties in the percentage of eligible voters registered to vote	9 <sup>th</sup> highest in the state	N/A	9 <sup>th</sup> highest in the state

## Conducting Elections Program

**Program Purpose:** To maintain the integrity of the elections process for voters and citizens by conducting fair, convenient, and legally compliant elections, and to provide timely and accurate summary voting information to the media, the interested public, and the Secretary of State's Office.

Total Expenditures: \$2,883,360

Total Staffing: 8.0

- **Key Intended Outcome:** Placer County elections are fair and legally compliant, and vote counting is timely and accurate.

<b>Conducting Elections Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of registered voters in Placer County who vote in statewide elections	64%	N/A	65%
% of registered voters in California who vote in statewide elections	51%	N/A	53%
% of the semifinal official canvass (election-night counting) completed within three hours of the close of polls	99%	N/A	99%
Completion and filing of the official canvass and statement of results within 30 days following each election, as required	100%	N/A	100%

## Candidate/Public Official Services Program

**Program Purpose:** To encourage voter participation by increasing the number of candidates running for office through provision of various candidate services and to assure full compliance with the Fair Political Practices Act by candidates and public officials within the County.

---

## Administration & Financial Services

# County Clerk-Recorder

**Jim McCauley, County Clerk-Recorder-Registrar of Voters**

---

Total Expenditures: \$166,972

Total Staffing: 2.0

- **Key Intended Outcome:** Voters have choices of eligible candidates to vote for and Placer County candidates and public officials comply with reporting and filing requirements.

<b>Candidate/Public Official Services Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
% of city, special and school district elections with more than one candidate per race	50%	N/A	50%
% of candidate campaign statements and public official conflict-of-interest reports filed timely with the County Clerk	95%	N/A	95%

**COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS**  
**APPROPRIATION SUMMARY**  
**Fiscal Year 2003-04**

**ADMINISTERED BY: COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS**

Appropriation	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
<b>GENERAL FUND</b> County Clerk/Recorder	\$ 5,037,606	52	\$ 8,072,420	54
<b>TOTAL ALL FUNDS</b>	\$ 5,037,606	52	\$ 8,072,420	54



# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
<b>Salaries &amp; Benefits</b>					
1001 Employee Paid Sick Leave	152				
1002 Salaries and Wages	1,893,798	2,060,689	2,279,412	2,250,582	2,351,292
1003 Extra Help	22,589	26,169	65,124	55,200	77,760
1005 Overtime & Call Back	19,088	30,761	25,000	25,000	52,575
1006 Sick Leave Payoff		26,552	2,503	2,503	2,503
1007 Comp for Absence-Illness	1,427				
1011 Salary Savings				(33,456)	(33,456)
1015 Other Payroll			36,543	36,543	36,543
1300 P.E.R.S.	126,500	139,685	287,206	283,573	296,262
1301 F.I.C.A.	143,791	158,989	174,375	172,170	180,076
1310 Employee Group Ins	233,438	287,410	398,425	393,069	411,781
1315 Workers Comp Insurance	13,907	30,839	37,732	37,576	38,120
<b>Total Salaries &amp; Benefits</b>	<b>2,454,690</b>	<b>2,761,094</b>	<b>3,306,320</b>	<b>3,222,760</b>	<b>3,413,456</b>
<b>Services &amp; Supplies</b>					
2051 Communications - Telephone	68,899	75,909	89,180	87,605	92,120
2290 Maintenance - Equipment	178,961	19,512	43,790	43,790	43,790
2291 Maintenance - Computer Equip	83,481	94,349	154,650	148,905	148,905
2439 Membership/Dues	2,291	3,518	4,141	3,000	3,000
2481 PC Acquisition		13,964	177,750	175,100	183,500
2511 Printing	33,336	36,611	38,300	38,300	38,300
2522 Other Supplies	34,595	32,075	20,550	16,050	11,400
2523 Office Supplies & Exp	70,759	80,292	70,200	69,250	73,975
2524 Postage	141,215	175,597	222,000	222,000	307,185
2555 Prof/Spec Svcs - Purchased	190,857	253,149	456,190	456,190	194,146
2701 Publications & Legal Notices	5,590	7,645	8,000	8,000	15,910
2709 Rents & Leases - Computer SW	15,163	16,401	21,151	21,030	21,030
2710 Rents & Leases - Equipment	176,108	80,063			4,530
2727 Rents & Leases - Bldgs & Impr	10,680	26,255	32,360	32,360	32,360
2831 Precinct Costs	232,620	269,896	244,600	244,600	416,630
2832 Election Outreach Costs	3,335	7,741	10,252	10,252	10,252
2833 Voter Registration Supplies	2,806	2,400	5,000	5,000	5,000
2834 Election Supplies	49,707	16,714	76,000	76,000	76,000
2835 Ballot Printing & Materials	239,526	282,837	410,000	410,000	654,640
2838 Special Dept Expense-1099 Repor		515			
2840 Special Dept Expense	36,977	324	116,000	116,000	304,645
2844 Training	2,304	1,168	7,750	5,200	5,200
2860 Library Materials	7,187	4,864	3,737	3,737	3,737
2931 Travel & Transportation	21,305	21,119	28,200	22,000	25,010
2932 Mileage	1,125	2,118	2,005	2,005	2,005
2939 Commission Reimbursements	800				
2941 County Vehicle Mileage	13,010	11,491	13,800	12,000	12,000
2965 Utilities		912			
<b>Total Services &amp; Supplies</b>	<b>1,622,637</b>	<b>1,537,439</b>	<b>2,255,606</b>	<b>2,228,374</b>	<b>2,685,270</b>
<b>Other Charges</b>					
3810 Lease Purchase Principal		189,011			189,011
3830 Lease Purchase Interest		73,033			73,033
<b>Total Other Charges</b>		<b>262,044</b>			<b>262,044</b>
<b>Fixed Assets</b>					
4451 Equipment	15,714	237,270	1,410,327	1,410,327	1,425,327
<b>Total Fixed Assets</b>	<b>15,714</b>	<b>237,270</b>	<b>1,410,327</b>	<b>1,410,327</b>	<b>1,425,327</b>
<b>Charges From Departments</b>					
5405 I/T Maintenance - Bldgs & Improvem	20,384	52,168	31,500	31,500	98,300
5456 I/T Miscellaneous Expense		119			
5523 I/T Office Supplies & Expenses		44			

# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
5527 I/T Prof Services A-87 Costs	60,000		60,000	60,000	60,000
5552 I/T - MIS Services	184,863	185,119	143,970	126,023	126,023
5555 I/T Prof/Special Services - Purchase	8,910	990			
5556 I/T - Professional Services		165			
5844 I/T Training	400	50			
5880 I/T-Public Safety Svcs	888	1,194	2,000	2,000	2,000
<b>Total Charges From Departments</b>	<b>275,445</b>	<b>239,849</b>	<b>237,470</b>	<b>219,523</b>	<b>286,323</b>
<b>Gross Budget</b>	<b>4,368,486</b>	<b>5,037,696</b>	<b>7,209,723</b>	<b>7,080,984</b>	<b>8,072,420</b>
<b>Less: Charges to Departments</b>					
5001 Intrafund Transfers	(30)				
5002 I/T - County General Fund	(30)	(90)			
<b>Total Charges to Departments</b>	<b>(60)</b>	<b>(90)</b>			
<b>Net Budget</b>	<b>4,368,426</b>	<b>5,037,606</b>	<b>7,209,723</b>	<b>7,080,984</b>	<b>8,072,420</b>
<b>Less: Revenues</b>					
6168 Real Prop Transfer Tax	(3,170,230)	(3,818,435)	(3,200,000)	(3,200,000)	(3,200,000)
6950 Interest		(1,361)			
7232 State Aid - Other			(1,113,244)	(1,113,244)	(1,113,244)
7234 State Aid - Mandated Costs	(221,529)		(200,000)	(200,000)	(200,000)
8117 Election Services	(287,188)	(829,876)	(27,500)	(27,500)	(27,500)
8128 Planning/Engineering Services		(19)			
8141 Civil Process Services	(15,920)	(23,380)	(21,000)	(21,000)	(21,000)
8155 Recording Fees Recorder	(1,497,641)	(2,081,205)	(1,700,000)	(1,700,000)	(1,882,000)
8156 Micrographic Fees	(314,559)	(334,257)	(405,945)	(405,945)	(455,945)
8158 Electronic Imaging Fees			(5,000)	(5,000)	(5,000)
8212 Other General Reimbursement		(13,648)			(52,000)
8218 Forms and Photocopies	(4,566)	(10,118)			
8254 Recorders Automation Fees	(124,974)	(141,805)	(478,823)	(478,823)	(564,613)
8312 Candidates Statement Fees	(3,980)	(35,620)	(5,400)	(5,400)	(5,400)
8762 State Compensation Insurance R	(139)				
8764 Miscellaneous Revenues	(500)	(26,258)			
8954 Operating Transfers In			(60,950)		
<b>Total Revenues</b>	<b>(5,641,226)</b>	<b>(7,315,982)</b>	<b>(7,217,862)</b>	<b>(7,156,912)</b>	<b>(7,526,702)</b>
<b>Net County Cost</b>	<b>(1,272,800)</b>	<b>(2,278,376)</b>	<b>(8,139)</b>	<b>(75,928)</b>	<b>545,718</b>